



ZOOM PARTICIPANT GUIDE

A Tool to Improve the Zoom Experience

A source that with a quick search of the table of contents and a click, will get you an answer to your question. Test it out and see how it works. Improve your Zoom participation in a few clicks.

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The [Zoom Help Center](#) offers a number of webpages to assist you. In fact, all the information in this document is gleaned from those pages. In this guide, an attempt is made to organize the information into one place and give you the chance to use the *Table of Contents* links to locate what you want or need to do. Just select the topic link to locate the instructions to complete that task.

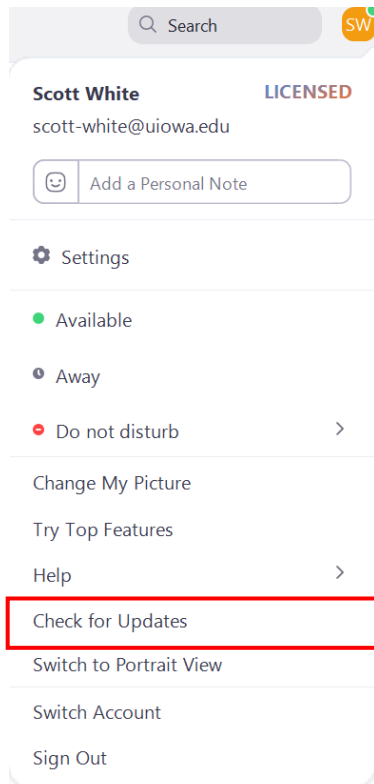
Prior to Meeting

Downloading Zoom

Zoom provides a pop-up notification on your PC or Mac when there is a new mandatory or optional update within 24 hours of logging in. You can manually download the latest version at <https://zoom.us>.

Complete the following steps to check for updates:

1. Sign into the Zoom desktop client.
2. Click your profile picture then click **Check for Updates**.



If there is a new version, Zoom will download and install it.

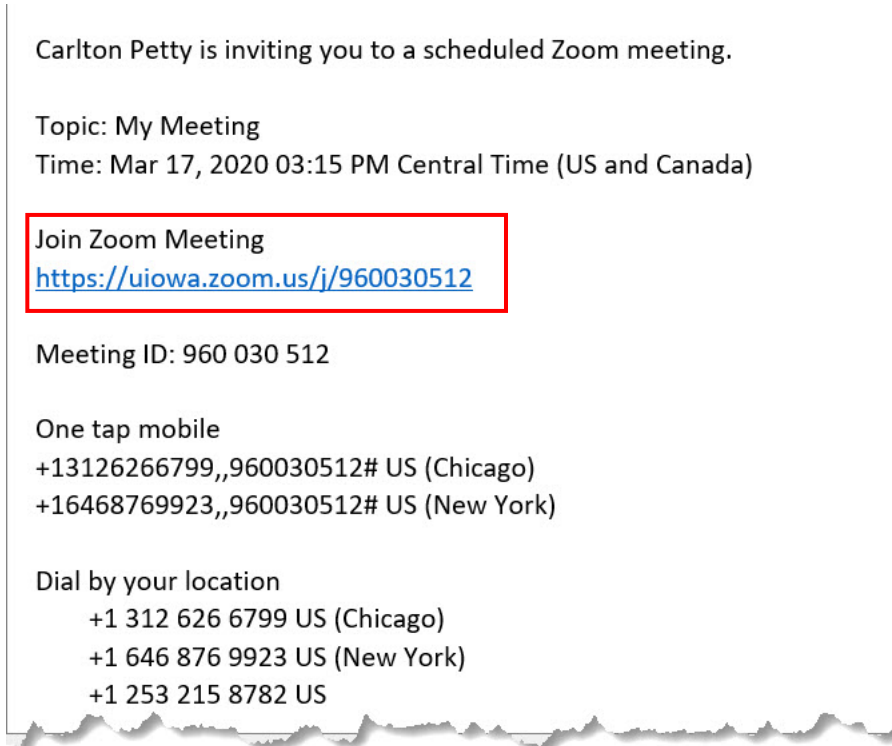
There are three types of updates: web-only, mandatory, and optional.

- **Web-only** updates are for new fixes that are being tested.
- **Mandatory** updates will start once you click on update. You cannot proceed further until you update.
- **Optional** updates will start once you click on update. You can proceed should you decide to postpone the update until a later time and update manually.

Joining a Meeting

For PC and Mac users, complete the following steps to join a meeting:

1. Open the Zoom meeting invitation.
2. Click the Zoom Meeting link.



Carlton Petty is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Mar 17, 2020 03:15 PM Central Time (US and Canada)

Join Zoom Meeting
<https://uiowa.zoom.us/j/960030512>

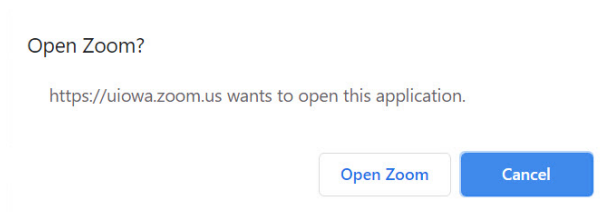
Meeting ID: 960 030 512

One tap mobile
+13126266799,,960030512# US (Chicago)
+16468769923,,960030512# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 253 215 8782 US

Zoom begins the launch process. The Open Zoom window appears.

3. Click **Open Zoom**.



Open Zoom?

<https://uiowa.zoom.us> wants to open this application.

Open Zoom Cancel

The Zoom meeting opens.

Alternatively, you can get to any scheduled meetings if you have the Zoom client downloaded from our dedicated Zoom [site](#).

1. Open the Zoom desktop client.
2. Join a meeting using one of these two methods:
 - Click **Join a Meeting** if you want to join without signing in.



- Sign into Zoom then click **Join**.



Join

3. Type the meeting ID number and your Display name in the respective fields.

Join a Meeting

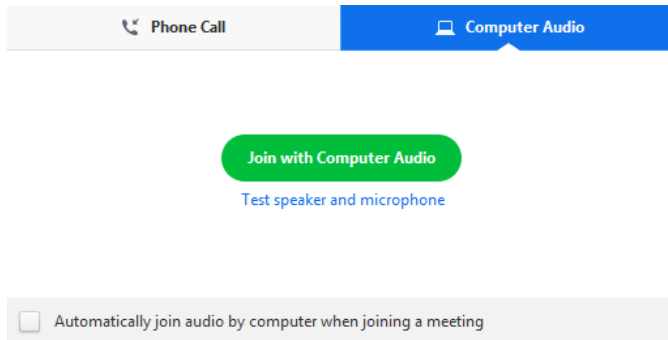
Do not connect to audio

Turn off my video

Testing Audio

After joining a meeting, complete the following steps to test your audio:

1. Click **Test Speaker and Microphone**.

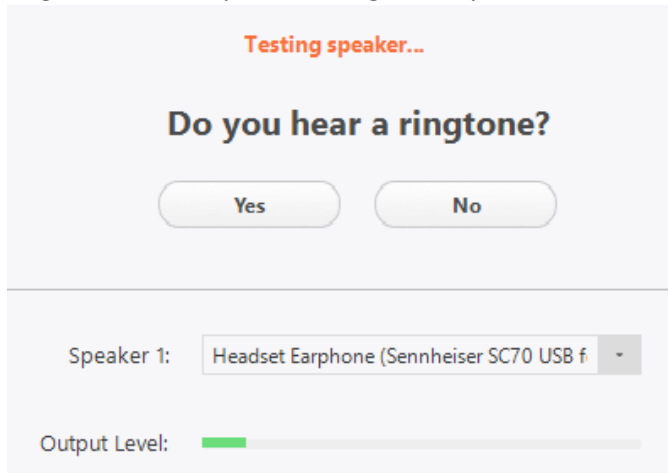


A window appears to test your speakers.

2. Click **Yes** if you hear the ringtone.

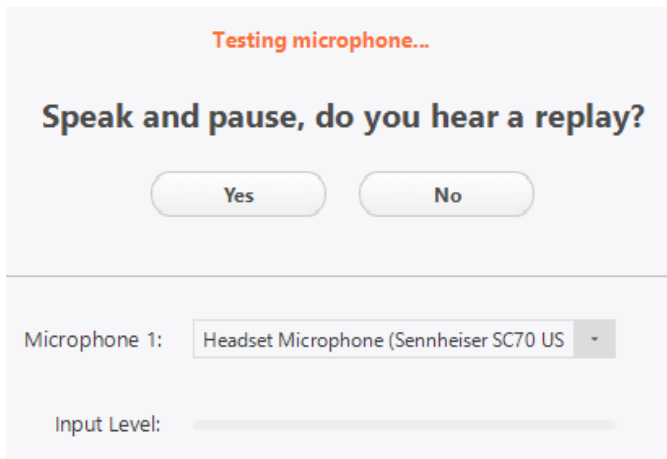
If you don't hear the ringtone, check the volume on your PC or Mac and adjust as necessary. Still don't hear the ringtone, click **No**.

Select another speaker from the drop-down menu that appears. Continue testing until you hear the ringtone. Contact your meeting host if you are unable to get sound.



A window appears to test your microphone.

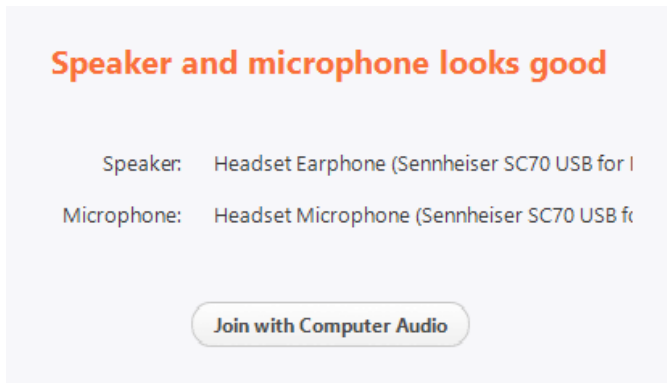
3. Speak and see if the input level moves.
4. Click **Yes** if you're happy with the microphone volume.



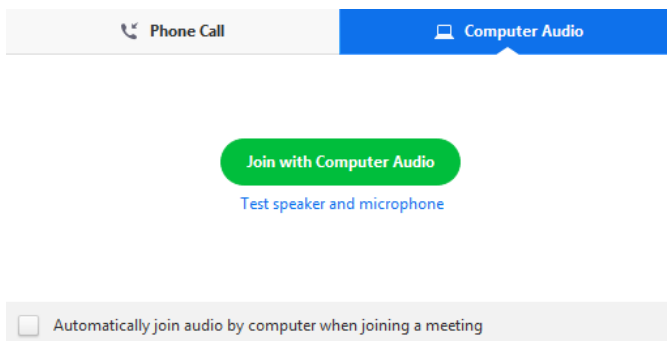
If you don't hear yourself, check the volume on your PC or Mac and adjust as necessary. Still don't hear yourself, click **No**.

Select another microphone from the drop-down menu that appears. Continue testing until you hear yourself. Proceed to the meeting and tell or send a chat message to the host informing them of your difficulties.

5. Click **Join with Computer Audio**.



6. Click Join with Computer Audio to join the meeting with the selected microphone and speakers.

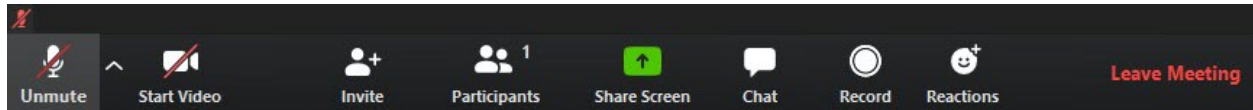


During the Meeting

Using Buttons and Controls

The navigation controls default to the bottom of the screen.

You have access to the following features (from left to right):



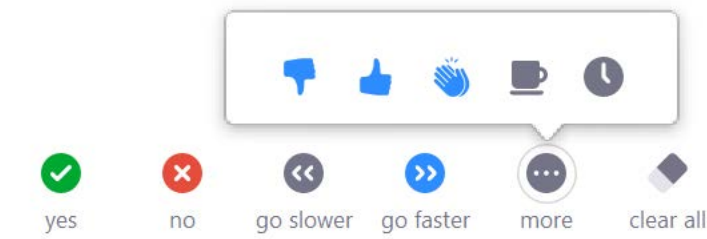
- **Mute/Unmute:** Mute and unmute your microphone.

TIP: Use the following keyboard shortcuts to mute and unmute your microphone:

PC: **Alt + A**

Mac: **Shift + Command + A**

- Audio controls (arrow to the right of mute/unmute and to the left of stop/start video): allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access to the full audio settings.
- **Start Video/Stop Video:** Turns your camera on or off.
- **Invite:** Invite others to join your meeting.
- **Participants:** Lists who is currently in the meeting. It also allows access to additional features which, when selected, places the same icon chosen next to your name for you to nonverbally connect to the host.



- The host may ask you to answer simple yes or no questions that you can answer here.
 - If you have an opinion as to whether the host is going too slow or too fast you can share your opinion here.
 - If you would like to provide instantaneous feedback on how the host is doing, you can like, dislike, or applaud as you see fit.
 - If you would like a break or need to step away briefly, use the coffee cup and clock icons respectively.
- **Share Screen:** Allows you to share your screen. Please do so only at the request of the host.
 - **Chat:** Access that chat window to chat with the host(s), presenters, and other participants.

- **Record:** Start or stop a recording to your device. Requires permission from the host. Use the chat feature to request permission.
- **Reactions:** Opens options to clap or show a thumbs up image on screen for all participants to view. Images will appear for three to five seconds.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

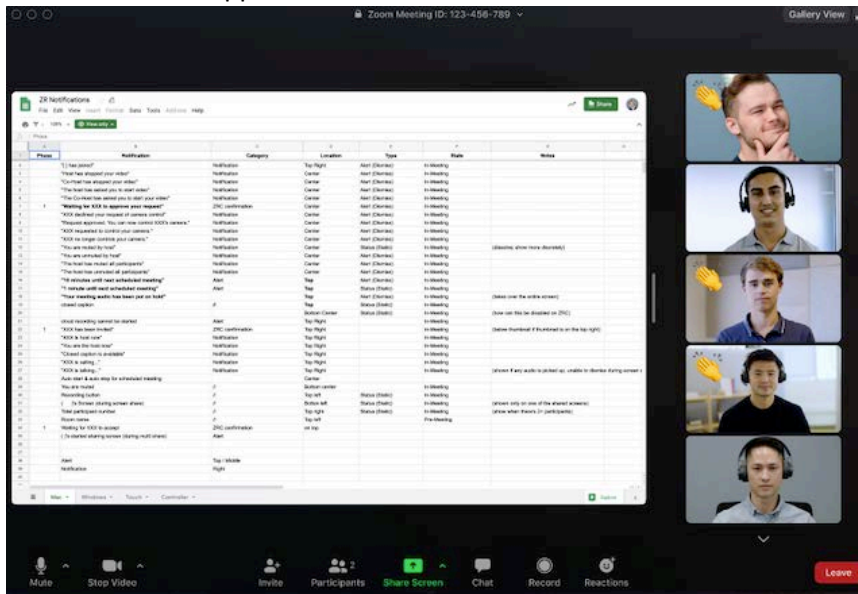
Using Reactions

To share a meeting reaction, complete the following steps:

1. Click **Reactions** from the meeting navigation controls.
2. Click the reaction you wish to send, clapping hands or thumbs up.

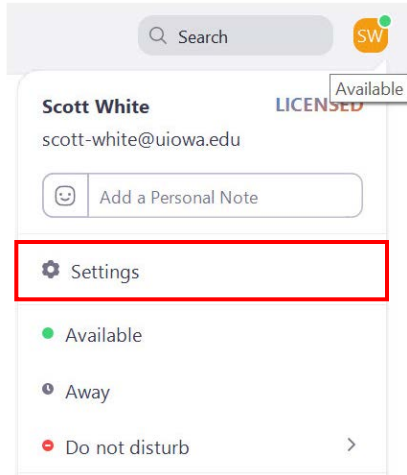


The reaction will appear on the video screen for 5 seconds.



To set the skin tone for the reaction, complete the following steps:

1. Open the Zoom desktop client.
2. Click your profile picture.



3. Select **Settings**.
4. Select your reaction skin tone from the **General** tab.



Using Chat

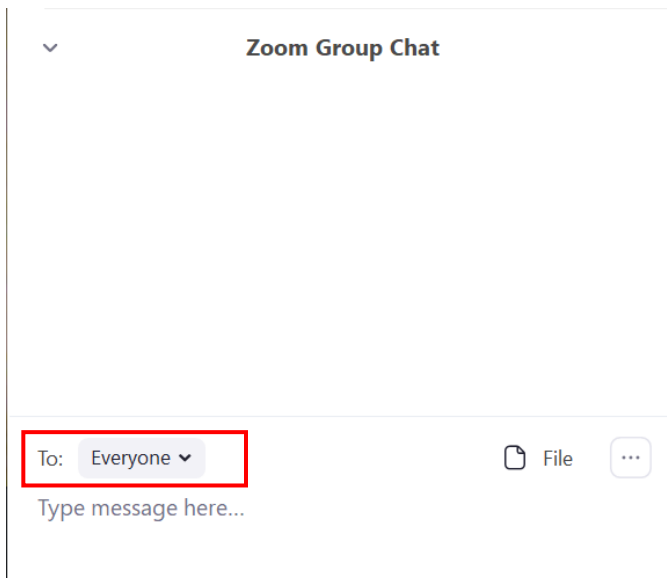
To access chat, complete the following step:

1. Click **Chat** in the meeting controls, the navigation at the bottom of the screen.

The Chat window appears to the right of the video.

To send a message, complete the following steps:

1. Select who to send the message to from the **To** drop-down menu.



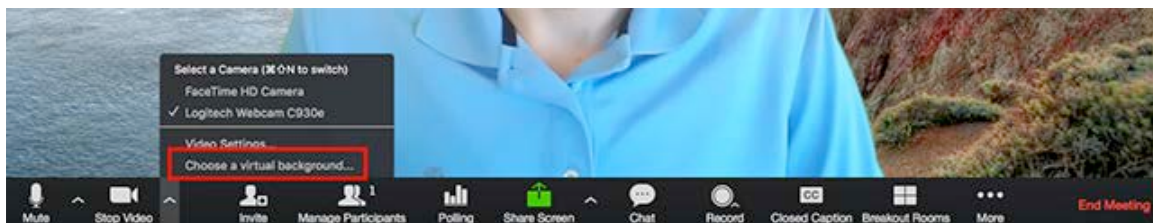
2. Type your message where the Type message here... phrase appears.
3. Press **Enter** to send.

When a new message is sent to you, the Chat meeting control will flash orange.

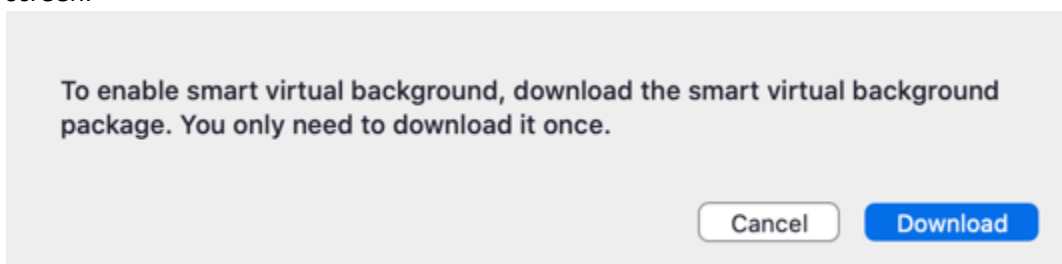
Using a Virtual Background

To use a virtual background, if the host has enabled the feature, complete the following steps:

1. Click the arrow next to **Start/Stop Video**.
2. Click **Choose a Virtual Background...**



If prompted, click **Download** to download the package for virtual background without a green screen.



Troubleshooting

Try the following troubleshooting tips if you are experiencing issues with virtual background:

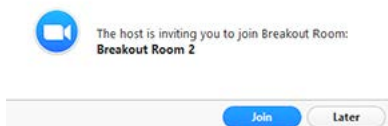
- If you do not have the virtual background tab, verify the meeting host to see if they've enabled virtual background. If the host answers yes, try signing out of the meeting and signing in again.
- Manually pick the background color to ensure the correct color is selected. This option is only available after you click an image.
- Ensure that the background is a solid color with minimal shadows. Also ensure the background is uniform in lighting.
- Ensure that your green screen color does not match your shirt or eye color.

If you continue to experience issues, contact [Zoom technical support](#).

Participating in Breakout Rooms

To join a breakout room, sent as an invitation from the host, complete the following steps:

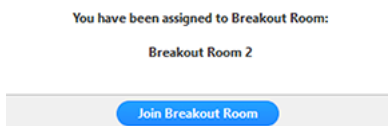
1. Click **Join**.



If you select Later, join later with a click from the **Breakout Rooms** selection on the meeting navigation controls.



Next, click **Join Breakout Room**.



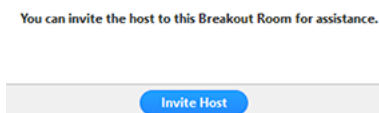
Participation in the breakout room is done with similar tools used in the general meeting. Here though you can also ask for help from the host. To ask for help, complete the following steps:

1. Click **Ask for Help** in the meeting navigation controls.



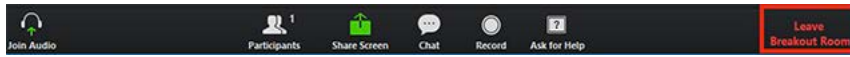
The Invite Host confirmation window appears.

2. Click **Invite Host** to confirm you want help.



At the conclusion of the breakout session, complete the following steps to leave the breakout room:

1. Click **Leave Breakout Room** in the meeting navigation controls.



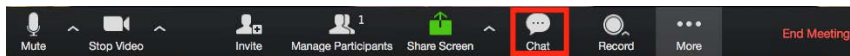
2. Select option to return to the main meeting immediately or in 60 seconds after the host ends the breakout session.

Before Leaving a Meeting

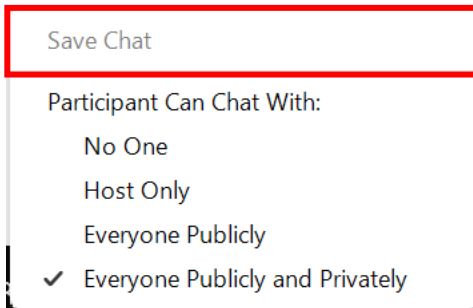
Saving In-Meeting Chat

If there is information you found helpful contained in the Chat during the meeting, complete the following steps to manually save the chat contents:

1. Click **Chat** in the meeting navigation controls.



2. Click the **More** drop-down menu.
3. Click **Save Chat**.



The chat saves to the default location of **Documents folder > Zoom > Folder, with meeting name, date and time.**